



For those companies reporting tangible properties

All tangible property **must be reported on a paper report** that accompanies the property when it is submitted to the Department of Treasury and should not be reported electronically. If you have both tangible and intangible property to report, you may report the intangible property electronically and report the tangible property on a separate paper report.

Pursuant to § 55-210.23 of the Code of Virginia, the State Treasurer can elect not to receive property or to postpone the delivery of the property. To handle the process of receiving your tangible property more efficiently, we are requesting that you provide your report to our office by the due date.

Currency and coin with a value that does not exceed the face amount should be remitted as a check payable to the Treasurer of Virginia. Collectable coins should be delivered as is with other tangible property. You will receive written notification of which items to remit. Our office will always decline the following:

UNACCEPTABLE

Items labeled "**BioHazard**" or containing Biohazard materials, Firearms/Weapons/Ammunition, Unsanitary Items, Automobiles/Motorcycles/Boats/Bicycles, Items of a Personal Nature such as: Combs/Brushes, Nail Clippers, Prosthetics, False Teeth, Clothing, Eyeglasses, Medications, etc.

When reporting tangible property, **the AP-1 form must accompany the remittance of property: DO NOT ENCLOSE CHECKS OR REPORT FORMS IN THE BOX OR PACKAGE.**

Please contact the Receipts and Records Supervisor to schedule a time for you to deliver tangible property. (804) 225-2463 or 1-800-468-1088.

Small packages may also be sent via registered mail to:

Commonwealth of Virginia
Department of the Treasury
Division of Unclaimed Property
P. O. Box 2478
Richmond, VA 23218

For hand delivery:

Commonwealth of Virginia
Department of the Treasury
Division of Unclaimed Property
101 N. 14th Street, 3rd Floor
Richmond, VA 23219